



PRIVACY THRESHOLD ANALYSIS (PTA)

**This form is used to determine whether
a Privacy Impact Assessment is required.**

Please use the attached form to determine whether a Privacy Impact Assessment (PIA) under the E-Government Act of 2002 and the Homeland Security Act of 2002 is required.

Please complete the form and return for review by the DHS Privacy Office:

Rebecca J. Richards
Director of Privacy Compliance
The Privacy Office
U.S. Department of Homeland Security
Washington, DC 20528
Tel: 571-227-3813
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If a PIA is required, the DHS Privacy Office will send you a copy of the Official Privacy Impact Assessment Guide and accompanying Template to complete and return.

A copy of the Guide and Template is available on the DHS Privacy Office website, www.dhs.gov/privacy, on DHSOnline and directly from the DHS Privacy Office via email: pia@dhs.gov, phone: 571-227-3813, and fax: 571-227-4717.



PRIVACY THRESHOLD ANALYSIS

Please complete this form and send it to the DHS Privacy Office.
Upon receipt, the DHS Privacy Office will review this form
and may request additional information.

SUMMARY INFORMATION

DATE submitted for review:

NAME of Project: <Please enter the project name here.>

Name of Component: <Please enter the Component name here.>

Name of Project Manager: <Please enter the Contact Name.>

Email for Project Manager: <Email for Project Manager.>

Phone number for Project Manger: <Phone number for Project Manager.>

TYPE of Project:

☐ **Information Technology and/or System**

The E-Government Act of 2002 defines these terms by reference to the definition sections of Titles 40 and 44 of the United States Code. The following is a summary of those definitions:

- “Information Technology” means any equipment or interconnected system or subsystem of equipment, used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. See 40 U.S.C. § 11101(6).
- “Information System” means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. See: 44. U.S.C. § 3502(8).

Note, for purposes of this form, there is no distinction made between national security systems or technologies/systems managed by contractors. All technologies/systems should be initially reviewed for potential privacy impact.

☐ **A Notice of Proposed Rule Making or a Final Rule.**



Specific Questions

1. Describe the project and its purpose:

<Please provide a general description of the project and its purpose in a way a non-technical person could understand.>

2. Status of Project:

☐ This is a new development effort.

☐ This an existing project

Date first developed:

Date last updated:

<Please provide a general description of the update.>

3. Could the project relate in any way to an individual?

Projects can relate to individuals in a number of ways. For example, a project may include a camera for the purpose of watching a physical location. Individuals may walk past the camera and images of those individuals may be recorded. Projects could also relate to individuals in more subtle ways. For example, a project that is focused on detecting radioactivity levels may be sensitive enough to detect whether an individual received chemotherapy.

☐ No. The Assessment is complete. Please send to the DHS Privacy Office.

☐ Yes. Please answer the following questions.

<Please provide a general description of the way the project could relate to an individual.>



4. What information about individuals could be collected, generated or retained?

<Please provide a specific description of information that might be collected, generated or retained.>

5. Is there a Certification & Accreditation record within OCIO's FISMA tracking system?

☐ Do not know.

☐ No.

☐ Yes. Please indicate the determinations for each of the following:

Confidentiality: ☐ Low ☐ Moderate ☐ High ☐ Undefined

Integrity: ☐ Low ☐ Moderate ☐ High ☐ Undefined

Availability: ☐ Low ☐ Moderate ☐ High ☐ Undefined



PRIVACY THRESHOLD REVIEW

(To be Completed by the DHS Privacy Office)

DATE reviewed by the DHS Privacy Office:

NAME of the DHS Privacy Office Reviewer:

DESIGNATION: This system is designated:

☐ A Privacy Sensitive System

☐ Not a Privacy Sensitive System – *In its current version.*
This determination may change as the system itself changes over time.

DHS PRIVACY OFFICE COMMENTS: